



Parks & Recreation Advisory Commission Agenda
5:30pm, September 14, 2022
City Hall Council Conference Room & Remotely

Join Zoom Meeting

<https://us02web.zoom.us/j/85490074580>

Meeting ID: 854 9007 4580

- I. Call to Order
- II. Approval of August 10, 2022 Meeting Minutes
- III. Citizen Comment on Non-Agenda Items
- IV. New Business
 - a) Park Partnership Evaluations
 - a. Ellensburg Youth Rugby Club –
 - b. Ellensburg Pickleball Club –
 - c. Kittitas County Youth Services
- V. Old Business
 - a. Reed Park Concept Master Plan Review & Stakeholders Meeting – Nick Zentner
 - i. <https://www.dropbox.com/s/1lp5ps50w9kk78/Reed%20Park%20Site%20Plan%20Concept%20Option%20A.pdf?dl=0>
 - ii. <https://www.dropbox.com/s/gI92f403de8kjtK/Reed%20Park%20Site%20Plan%20Concept%20Option%20B.pdf?dl=0>
 - b. Unity Park Next Steps - Staff
- VI. Commission Member Reports / Other Business
- VII. Staff Reports
- VIII. Adjournment

Guidelines for Citizen Comments on Non-Agenda Items and Public Comments:

Purpose: Allow the public to address the Parks & Recreation Commission on subjects that are not on the regular Agenda at this particular meeting. Comments must concern the City's business or a matter over which the committee has control.

Procedure for Public Participation:

- When recognized, please state your name, and the subject to be discussed.

- Three-minute time limit for citizen comment on non-agenda items (without interruption). Commission will not act on issue. Five-minute time limit for the introduction of new business items, unless extended by a by a majority of Commission members present.
- Submit written comments to Staff representative.
- Speakers are cautioned not to make comments of a personal, impertinent or derogatory nature.
- The Parks & Recreation Commission does not take action at the meeting at which a subject is first introduced during the public comment period. You may wish to concisely state your concern and request placement of your matter on a future agenda.

**Parks & Recreation Advisory Commission
Meeting Minutes – August 10, 2022**

DATE OF MEETING: August 10, 2022
MEMBERS PRESENT: Ali Brown, Nick Zentner, Jackie Adams, Nikki Pollock, Laci Harrison,
OTHERS PRESENT: Parks & Recreation Director Case, Council Liaison Monica Miller, Brian Bishop & Jen Montessor (remotely) Walker Macy
Landscape Architects, Five members from the public
LOCATION: Meeting was held in the City Council Conference Room and Remotely

CALL TO ORDER – Meeting called to order at 5:30pm

MEETING MINUTES - The meeting minutes from the July 13, 2022 meeting were approved. ***All in favor.***

CITIZEN COMMENT ON NON-AGENDA ITEMS – Christopher Nicolai, representing the Ellensburg Pickleball Club (EPIC), talked to the Commission about their continued support of growing the sport of pickleball in Ellensburg through the development of new courts and continuing to make space available at the Ellensburg Racquet & Recreation Center for pickleball play.

OLD BUSINESS – Unity Park Design Update – Jen Montessor & Brian Bishop, Walker Macy – Brian and Jen walked the commission through a design update which included a more developed preferred master plan that looked at shade structure placement, a water feature element that is not a traditional splash pad, comfort station and support building detail, and more conversation about stage orientation including storage and access options. See attached Walker Macy meeting notes for additional detail.

Community member Pat Kelleher and Reed Waite, Unity Park stakeholder, spoke about park design.

Reed Park Master Plan Update – Commissioner KT Kelleher, the Commission representative on the Reed Park master planning stakeholder group, spoke about the meeting with Bob Droll, project landscape architect, about park design. Mr. Droll met individually with 8 community members representing a variety of interests related to Reed Park including immediate neighbors of the park, people who live on the roads that are traditionally traveled by high volumes of people leaving the park, the American Legion, the Kittitas Valley Event Center, and a couple different park users groups (EHS cross country and Kittitas County Field & Stream Club). The intent of the meetings were to gather feedback from community members on the important elements of Reed Park what changes could/should be made, and what park elements need to remain.

Whitfield Triangle Surplus Update – At their August 15, 2022 meeting a resolution will go in front of the Council declaring Whitfield Triangle surplus to city needs. A motion was made to recommend that Council dedicate the proceeds from the sale of the property to future improvement at Reed Park. **Motion passed all in favor.**

ITEMS FOR SEPTEMBER 14, 2022 MEETING

Unity Park & Reed Park Updates
Park Partnership Presentations

COMMISSION MEMBER REPORTS – Commissioner Pollock and Commission Chair Brown gave updates on their adopted parks.

STAFF REPORT 1. The Youth Gladiator Dash had a great turnout with over 270 participants. 2. The Kittitas Valley Memorial Pool & Fitness Center will be closed 8/29-9/11 for the annual maintenance shutdown. 3. The field lighting project at the Rotary Park youth baseball/softball fourplex will begin Monday, September 26th. 4. A vendor, through a professional services contract, is at Irene Rinehart Riverfront Park selling shaved ice a couple of days per week.

Meeting adjourned at 7:20pm.

MEETING NOTES

Date: 8/10/22**Time:** 5:30-6:30pm**Project:** Unity Park P3500.02**Attendees:** City of Ellensburg
Brad Case**Parks and Recreation Commissioners**In person:

Nick Zentner

Jackie Adams

Virtually:

Nikki Pollack

Ali Brown

Laci Harrison

Council Member and liaison

Monica Miller

Community Member

Pat Kelleher

Reed Waite

Walker Macy

Brian Bishop, Associate Principal

Jen Montessoro, Project Manager

Topic: Parks and Recreation Commission Meeting

Notes

- Brad provided a brief overview of where we are in the process.
- Brian presented a summary of work done to date and the preferred concept design.

Commissioner feedback:**Laci Harrison**

- Asked if integrated stage lighting had been considered.
 - Brian walked through the different lighting ideas (pole lights with multiple heads both in the lawn area and on stage, catenary lights, locations for event organizers to add additional lighting).
- Suggested that business owners across the alley may want to improve and create a welcoming view of their businesses from the park. The Commission could have those discussions with the owners to improve the aesthetic.

Nikki Pollack

- Likes new water feature ideas (topography, rocks, Columbia Basin)
- Consider local water systems, the streams within the county and town
- Likes the open view into the park from Pearl Street
- The park looks like a very comfortable space

- Asked about the swings in regards to safety.
 - Brian responded that the swings are only located along the alley. They will have limited swing rang, the benches will be highly durable, and the entire structure very sound.
- Suggested a permeable wall along the alley to hide the view but still provide movement through and into the park. Perhaps offset panels.

Nick Zetner

- Likes the design, openness of the SE corner, location of the comfort station, boulders integrated with the water, permanent art, grass and position of the stage
- Stated that it's tricky to design a park for both events and everyday needs.
- Thinks the alley is ugly and would like wall along the alley to hide it.
- Suggested granite boulders, a motif of the Mt Stuart skyline. Basalt is overused.
- Does not like the permanent shade structures because they remove some of the openness. Prefers the shade sail and would like to see all shade structures be sails.
- The park should cater to three seasons and not plan for winter.
Asked if we're planning for all events even those with alcohol, and if so then maybe this isn't the right design.

Ali Brown

- Really happy with the direction the water feature is going and likes the idea of local topography and boulders integrated into the water feature. Prefers this over the splash pad. Likes the idea of misters under shade structures.
- Very happy with design and appreciates how the design team applied Commissioner's comments from the last meeting. Likes the blending of the two design options.
- Understands concerns about alley but doesn't want to close it off for loading to stage and comfort station.

Jackie Adams

- Also worries about view of the alley.
- A slatted wall behind the stage will allow sound from the alley to come through disrupting performances.
- Slats good for sun but what happens when it snows, seating won't be usable if snow on them.
- Likes openness of design.

Community Member Comments:

Pat Kelleher

- Parking was not mentioned, will be eliminating 10% of 300 stalls, it's not a good idea to remove parking from alley.
- Asked how access will be controlled for alcohol sales.
- Asked if individuals will be able to rent the park.
- A delivery truck in the alley won't be able to get past comfort station, the space is too narrow.
- Business across alley can't legally spill out into the park due to alcohol control.
- Suggested making a big investment in the stage to include lighting, sound, and cover.
- Prefers the stage be located in the center.
- The cost estimate hasn't been shared with the public.
- Supports keeping the bank building. It was built to historic standards of downtown.
- The park design doesn't express 'Of Ellensburg.'
- Need turnkey space for events to unburden event hosts.

Reed Waite

- Likes the openness of the plaza.
- Suggested brick or distressed brick for the comfort station.
- Reed parks behind Early Bird and Enchantment Brewery across the alley.
- How people use the alley is problematic. Trucks block the alley and people drive north against the one way. How will trash, loading, and deliveries take place?
- Create a delivery zone where the shade structure is along the alley.
- Traffic will come in from the north and west so consider how their headlights may backlight the stage.
 - Brian responded that the design team will continue to look at alley circulation.

Additional comments from Reed via email after the meeting:

Thanks for Unity Park design recap at Commission meeting this evening. As a steps away IMBY (In My Back Yard!) I'm very excited about progress and design. Some questions/thoughts:

1. Comfort station wall, at least on South side facing 4th, I'm hoping will be brick finish mirroring finish of adjacent buildings. That would be a distressed, or painted, brick that fits in with historic downtown, its neighboring 4th Ave structures: Fitterer's, Tav and Frontier buildings. A bright new red brick would certainly be out of place!
- 2a. Awning over Stage and Lawn areas. It appears to be sloped, down from W to E. Was this determined by angle of sun? Seems to me the time shading would be most beneficial would be late afternoon/evening in summertime heat and thus sloped downward to NW and/or W. Sloping down towards stage area also invites people into the Park and focuses attention across/through to stage. And possibly add some acoustic benefit?
- 2b. How will adjustment/installation/removal of temporary awning be done? What size crew is needed? How will lines be made secure from vandalism?
- 3a. Anticipated height of stage back wall - and material to keep vehicle lights from coming through? Is stage level or slightly titled down towards center of park?
- 3b. Utility/Electric/Sound system controls for stage? Behind W back wall?
- 3c. West ramp (ADA access) up to stage - can't tell if ramp is open to view from stage with safety railing (or is it to be behind a wall (backstage).
- 4a. Is the entire park at grade, with exception of water play feature? Will lawn be slightly raised or lowered and if so, what's transition?
- 4b. Permeable surface for non-lawn areas? I'm sure plantings would love this.
5. Don't see location of beloved bovine art on preferred concept. I'd love to see it located near SE corner slightly in from sidewalk with bull sitting looking in and enjoying park activity. Would move the photographers deeper into the park.
6. Shade structures - banner attachment? Temporary precipitation tarps for events, how to attach? These have the feel of outdoor market booth and I can see them being used by small groups presenting/displaying at community events.
7. Alley - wow, a lot of thought needed here - are Public Works/Police (parking enforcement) in on the conversation?
8. Will there be any greenery/vegetation other than the surrounding trees and lawn?

Thanks for all your work on my backyard park.

Brad Case

- Discussed the serving of alcohol during events and the need to control access for alcohol sales.
- The park and the Adult Activity Center are the only places where alcohol is served on City property.
- Need to decide if City should provide support and infrastructure for events or have event organizers do it.
- May need to design in barriers for events but different events may have different needs for barriers.
- Event organizers need to talk to the City to get permits for events and alcohol sales. The framework to manage events has already been established by the City and is working well.
- Commented on parking concerns and plans the City has for future parking.
- Explained that the design will go before the Landmarks and Design Commission for review so that it fits into the historic downtown.

Brian Bishop

- It's challenging to design in barriers because of different event needs.
- Design team's goal is to design the park to be flexible rather than designing in every possible need.

City of Ellensburg Parks & Recreation Department

'Park Partnership Program'

Project Description

Project Information

Project Name: West Ellensburg, FairPoint Field Development and Restoration

Description of the project:

The Ellensburg Youth Rugby program is excited to partner with the City of Ellensburg, the City of Ellensburg Parks and Recreation Commission, and the City of Ellensburg Parks and Recreation Department to revitalize the City of Ellensburg's, FairPoint Field which is an existing and underutilized field space.

This project aligns not only with the short term but also long-term City of Ellensburg Parks and Recreation Master plan by improving existing facilities and creating a space that can be used by multiple user groups. To date Ellensburg Youth Rugby has removed the dilapidated backstops and dugouts that were previously part of FairPoint Field. Ellensburg Youth Rugby has installed all new automated irrigation system in partnership with the city. Ellensburg Youth Rugby laid new seed and is currently maintaining the field to achieve a long-term playing service.

Currently, the field is enclosed by a temporary fence that was installed by the City and is well protected. As the grass becomes established and the field is put into use the fencing will need to be removed. It is our goal to install a new permanent fence to coincide with the removal of the temporary fence in March of 2023.

Ellensburg Youth Rugby is purposing to install a new 2 Rail Split Cedar post fence. This will provide an attractive boundary to the new field space creating a clear separation from parking and street access. The fence will provide safety and protection for spectators and children by limiting pedestrian and vehicle interactions due adjacent parking lot and street that would otherwise be unimpeded. It will also protect the playing surface and reduce unnecessary maintenance and repairs to the new irrigation system and newly established grass by protecting the field from unauthorized vehicle traffic.

Revitalizing and maintaining FairPoint field contribute greatly to the overall aesthetics of the West Ellensburg Park that has seen an increase in park use with the renovation and completion of new pickle ball courts. It will create a more finished edge to the Southeast corner of the park and will create a programable activity space as well as an open field that community members will be able to use for drop-in play and recreational activities.

Ellensburg Youth Rugby has been successful in partnering with local business as well a couple of anonymous donors to finalize the first phase of the project. We are currently seeking funding for the material cost of installing a 2-rail split cedar fence.

Project Location (if located within a park facility please be specific): West Ellensburg, FairPoint Ball Field

Removed Structures:



Current Field Improvement:



Proposed Fencing (Red):



Contact Person

Name: Robert Ford, President & William Yarwood, Treasurer

Organization Representing: Ellensburg Youth Rugby Foundation (501 C-3 Non-Profit Organization)

Contact Address: 371 Broadview Rd.

City/State/Zip: Ellensburg, WA 98926

Phone: Robert Ford: 360.303.5899 / Will Yarwood: 509.899.2576

E-mail: Ellensburgrugby@gmail.com

Project Cost:

Amount Requested from the City: **\$3,732.00**

Cash Amount from Applicant: **NA**

"In-Kind" Amount from Applicant: **\$5,350.00**

Cash from other Sources: **NA**

Please list other sources: **NA**

Total Project Cost: **\$9,082.00**

Return completed Application or email to caseb@cityofellensburg.org:

City of Ellensburg Parks & Recreation Administrative Office

501 N Anderson

Ellensburg, WA 98926

Due Date: August 31, 2022

City of Ellensburg Parks & Recreation Department 'Parks Partnership Program' Work Plan

Action Item:	Responsible Party:	Start Date:	Completion Date:
Work with City maintenance for utility locate and to identify entry points in the fence.	Ellensburg Youth Rugby	2/2023	2/2023
Order material, brief and receive approval for final install plan from the City Maintenance & Parks Dept.	Ellensburg Youth Rugby	2/2023	2/2023
Dig holes, set grade, install posts and rails, coordinate concrete.	Ellensburg Youth Rugby	3/2023	3/2023

City of Ellensburg Parks & Recreation Department

‘Parks Partnership Program’

Budget Plan

1) Personnel				
	Total Cost	Applicant In Kind	Applicant Cash	City's Cash Match
Volunteer Labor Hrs.	\$4,500.00	\$4,500.00		
Sub Total	\$4,500.00	\$4,500.00	\$	\$

2) Supplies/Equipment Materials				
	Total Cost	Applicant In Kind	Applicant Cash	City's Cash Match
Corner Posts	\$105.00			\$105.00
Line Posts	\$780.00			\$780.00
Rails	\$1,666.00			\$1,666.00
Concrete & Gravel	\$876.00			\$876.00
Sub Total w/ tax	\$3,732.00			\$3,732.00

3) Professional Services				
	Total Cost	Applicant In Kind	Applicant Cash	City's Cash Match
Equipment Rental: Post Hole Digger	\$850.00	\$850.00		
Sub Total	\$850.00	\$850.00	\$	\$

4) Construction Capital				
	Total Cost	Applicant In Kind	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant In Kind	Applicant Cash	City's Cash Match
\$9,082.00	\$9,082.00	\$5,350.00	\$0	\$3,732.00

City of Ellensburg Parks & Recreation Department
'Park Partnership Program'
Project Description

Project Information

Project Name: West Ellensburg Park Pickleball Court Improvements

Description of the project: 1) Add a windscreen into the existing tall chainlink fence around part of the West Ellensburg Pickleball courts.
2) Add a 4' tall chain link fence running east to west in between the existing courts and another on the east side of the courts.
3) Add a storage unit for storage of maintenance equipment and nets at West Ellensburg Park.
4) Build a pickleball wall for practice, training, and clinics. 5) Repair cracks in court 6) Court maintenance equipment and extra net
Project Location (if located within a park facility please be specific): West Ellensburg Park Pickleball Courts

Contact Person

Name: Christopher Nicolai

Organization Representing: Ellensburg Pickleball Club (EPiC)

Contact Address: 3321 Hwy 97

City/State/Zip: Ellensburg WA 98926

Phone: (206) 779-6780

E-mail: thebootfitter@gmail.com

Project Cost

Amount Requested from the City: \$ 8500

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$ 9600

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$ 18100

Return completed Application or email to caseb@cityofellensburg.org:

City of Ellensburg Parks & Recreation Administrative Office
501 N Anderson
Ellensburg, WA 98926
Due Date: August 31, 2022

City of Ellensburg Parks & Recreation Department
 'Parks Partnership Program'
Work Plan

Action Item	Responsible Party	Start Date	Completion Date
Order windscreens	Ed Connelly	Dec 1	
Install windscreens	Ed Connelly	March 1	March 15
Order chain link fence	Ed Connelly	Jan 1	
Install chain link fence	Ed Connelly	April 1	May 1
Order storage unit	Christopher Nicolai	Jan 1	
Prep site for container	Ed Connelly	Feb 1	Feb 15
Gather materials for wall	Christopher Nicolai	Feb 1	March 1
Construct wall	Christopher Nicolai	March 1	April 1
Order and gather additional equipment	Christopher Nicolai	Dec 1	Jan 15

City of Ellensburg Parks & Recreation Department
 'Park Partnership Program'
Budget Plan

1. Personnel				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
1) Wind screens	\$1200	\$1200 - Labor		
2) Chain link fence	\$2400	\$2400 - Labor		
3) Storage shed	\$1000	\$1000 - Labor		
4) Pickleball wall	\$1500	\$1500 - Labor		
5) Repair cracks in court	\$1000	\$1000 - Labor		
Sub Total	\$ 7100	\$ 7100	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
1) Wind screens	\$3500	\$300 - Equipment		\$3200 - Materials
2) Chain link fence	\$2300	\$300 - Equipment		\$2000 - Materials
3) Storage shed	\$3200	\$700 - Equipment & Materials		\$2500 - Structure
4) Pickleball wall	\$1200	\$900 - Equipment & Materials		\$300 - Add'l materials
5) Repair cracks in court	\$800	\$300 - Equipment		\$500 - Materials
6) Additional equipment	\$1100			\$1100
Sub Total	\$ 12100	\$ 2500	\$	\$ 9600

3. Professional Services				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

4. Construction Capital				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
	\$19200	\$9600		\$9600

Notification Process

A call for projects will be published in the Daily Record, the City's official newspaper.

A call for projects will run on the City's website (www.ci.ellensburg.wa.us).

A call for projects will be posted at City owned recreational facilities and at Ellensburg City Hall.

Unsuccessful applicants from the previous three years will be notified about the call for projects.

City of Ellensburg Community Grants Program Application

Please limit responses to 3 pages in not less than 10-point type font (not including budget).

Project Description

Contact Person Name: Deanna Corsilles

Organization Representing: Youth Services of Kittitas County

Contact Address: 1206 North Dolarway, Suite 219

City/State/Zip: Ellensburg, WA 98926

Phone: (509) 962-2737

E-mail: Coordinator@youthserviceskc.org

Project Information:

Youth Services of Kittitas County (YSKC), mentor youth in our community. The purpose of YSKC's mentoring programs is to provide assorted opportunities to help youth in our community achieve social, academic and personal success. YSKC supports youth and their families in our area to achieve these goals and help our youth grow to be strong, confident and personally successful members of our community.

Tools to Achieve Goals:

- Year-Round Mentoring- Adult volunteers meet 1-2 hours weekly with their mentees one-on-one in the Ellensburg community. Mentees range from ages 5-17, and experience friendship focused activities, which can vary from throwing a ball, baking cookies, or playing board games at a local coffee shop. These matches have a 12-month commitment minimum; however, many volunteers have continued their friendships for much longer.
- School Based Mentoring-Lunch Time Program- Adult volunteers commit to meet during lunchtime for a full school year (9 months) with their young friends on school grounds at Kittitas Elementary, Thorp Elementary, Valley View Elementary, Mt. Stuart Elementary, and Lincoln Elementary. Children range from Kindergarten to Fifth grade and enjoy spending time with their mentors, engaging in diverse activities, such as reading, board games, sports, and art projects.
- Community Service Mentoring- YSKC offers many volunteer opportunities to youth seeking community service hours, which include site cleanup, garden node maintenance, flier distribution, general office duties, organizational tasks, event promotion and event tabling to raise awareness of YSKC programs.
- Monthly Art classes (School credit eligible)- Monthly art classes are available for all youth in the community. Carolyn Johnson from Cook Canyon Studios offers free monthly art classes in conjunction with To-Go art bags. *These art classes can also be used for credit retrieval for students both in the school district and homeschooled.*
- Monthly Drug-Free Activities-Young people are less likely to use drugs when they have caring and trusted adults in their lives. Monthly drug free activities such as the activities mentioned above keep them busy, happy, and productive.
- Youth Leadership Advisory Board- Our Youth Leadership Advisory Board provides youth the opportunity to be mentored in a group setting. The structure mimics a standard non-profit board and allows youth to research, learn, and empower them to make a difference in their community through various avenues. Youth are also able to provide feedback to important councils throughout the community on the youth perspective of projects, policies, and prevention efforts.
- Cascade Prevention Coalition-YSKC is involved with the Cascade Prevention Coalition (CPWI funding) from the Public Health Department as of August 1st, 2020. The Cascade Prevention Coalition (CPC) was formed

in the fall of 2011, and includes participation from schools, business, media, law enforcement, public health, youth-serving organizations, mental health providers, treatment providers, civic organizations, city and county government, youth, parents, and community volunteers.

Project Goals and Strategies/Accountability: Develop and list specific goal statements for your project/program. Each goal statement should have at least one strategy for how you plan to meet that goal.

Support civic education programs that actively engage diverse groups of the community, and encourage diverse representation among local leadership, organizations, and agencies: YSKC fosters civic engagement and involvement by strategically recruiting community members and youth to be mentors and mentees in the one-to-one evidence-based program. Family members are involved by supporting the mentor relationships that ultimately improves skills, knowledge, values, and motivation of our local young people. This ultimately makes a difference in people's lives and promotes quality of life in the community. We also foster civic engagement in youth through our new Youth Leadership Advisory Board in which youth are provided the opportunity to be mentored in a group setting.

Promote community responsibility and engagement through public education and involvement programs that raise awareness about environmental issues: In the last 15 years, mentoring has become one of the country's most popular interventions to improve the lives of disadvantaged and at-risk youth. YSKC facilitates several mentoring types of programs, connecting adults from our community to youth that range in age from 5-19 years old. These programs include school-based, community-based mentoring, and career vocational mentoring programs that aim to improve behavioral, academic, and lifework outcomes as well as provide supportive relationships with non-familial adults. Through these relationships, youth are exposed to education and volunteering opportunities in the community that focus on environmental issues and solutions. For example, the local Rotary groups partner with YSKC to invite youth to regular clean up days around the community.

Coordinate with local high schools, higher education institutions, workforce development, vocational rehabilitation, and local businesses to train a workforce that is prepared for emerging job markets: YSKC screened, background checked, and trained community volunteers for our mentor programs. We train our mentors to support youth in developing strong values and positive attitudes. Mentors learn basic child and adolescent development principles, how to communicate and develop positive relationships with youth, and to respect and honor cultural and human diversity. Mentors work with families and the community while demonstrating the attributes and qualities of a positive role model. Many organizations, including YSKC of Kittitas County and the National Human Services Assembly, believe that "Human and community development builds and maintains the fabric of community, especially for those who lack access to economic opportunity. Programs and services that administer this work further the American Dream by helping every citizen develop into healthy, productive, contributing members of society." One to one mentoring in schools is crucial to the educational process. This initiative is one of the most effective ways to build resiliency in our children. One to one career/vocational mentoring is one of the most effective ways to encourage youth to explore post high school options. After school programs and organized play activities keep kids mentally and physically healthy. YSKC programs are built on the premise that our children are our greatest asset and our future.

Measuring Success: YSKC's Mentor Program utilizes the National Standard Evidence Based Mentoring Program requirements for measuring success. Surveys and enrollment numbers are used to assess mentoring outcomes by determining success in the following areas: YSKC assess the mentoring outcomes of:

- (1) Bonding and attachment - having a trusted adult in their lives they can talk with
- (2) Social competence – getting along well with other kids their ages and making
- (3) School connectedness – enjoying school, working hard at school, feeling school is important
- (4) Hopeful future – seeing themselves as having a healthy, safe future with friends they can count on.

Current matches in the YSKC mentor program continue to show positive improvements in academics, behavior and social skills from the support and guidance of role models. Many students' parents/caregivers have reported the development of positive relationships, improved grades, higher self-esteem and less risk-taking behaviors in

mentees. Data gathered from mentees and parent pre, and post-tests are used to measure the reduction of youth risk-taking behaviors, better classroom behaviors, fewer discipline referrals to office, better self-management of emotions, and better school attendance.

Timeline for the project:

The Mentoring programs are year-round. They will be ongoing from the start date of the grant to the end of the grant cycle. All programs occur monthly ongoing, and art classes occur once per month and schedule is released the 1st of each month.

Project Budget

Project Revenue	Amount
Grant Request	\$10,000
Cash Match from Applicant	13,000
In-kind match from Applicant	13,000
Cash from other Sources	50,000
Local Grant: United Way	10,000
Local Grant: Law & Justice Council	5,000
State Grants: DMA, CPWI, SOR	200,000
Total Project Revenue	301,000

Project Expenses				
Item	Total Cost	Applicant "In-Kind"	Applicant Cash	Requested Grant
Personnel	218,000	106,500	106,500	5,000
Materials/Supplies/Swag	6,000	2,000	2,000	2,000
Print & Radio Advertisement	12,000	5,000	5,000	2,000
Background Checks	3,000	1,000	1,000	1,000
Admin	50,000	25,000	25,000	0
Development/Fundraising	12,000	6,000	6,000	0
Total Expenses	301,000	145,500	145,500	10,000

Project Milestones

Milestone	Responsible Party	Projected Date for Completion	Outcome
Sustain 3.5 FTE Staff (2 Mentor Program Coordinators, 1 CPWI)	Director & Youth Services Executive Board	Ongoing	Program capacity building, support, & sustainability

Coalition Coordinator, .5 office coordinator)			
Mentor/Mentee Recruitment	Director & 3 Program Coordinators	Ongoing	Ongoing program capacity building
Match support, continuing education	Director & 3 Program Coordinators	Ongoing	Participant & program support, increased performance
Volunteer recruitment, program promotion	Director & 3 Program Coordinators	Ongoing	Program capacity building
Grant applications, fundraising	Director & Youth Services Executive Board	Ongoing	Program sustainability
Board development & Growth	Director & Youth Services Executive Board	Sept 2020-December 2021	Board capacity building, program sustainability
Match support, program support	3 Program Coordinators	Ongoing	Participant & program support
Marketing, Fundraising, Friend raising	Director & Youth Services Executive Board	Ongoing	Program & volunteer building, program sustainability
Execute fundraising letter writing campaigns	Director & Youth Services Executive Board	4 times per year	Program sustainability
Plan and implement annual fundraising event	Director & Fundraising committee	August-September 2021	Program visibility & sustainability
Recognition event inclusive of stakeholders	Director, 3 Program Coordinator & Youth Services Executive Board	January-February 2021	Success celebration & rewards
Internal Audit	Youth Services Executive Board	October-December 2021	Risk Management
Board Assessment	Director & Youth Services Executive Board	October-December 2021	Board evaluation
Match assessment & closure	3 Program Coordinator	Ongoing	Mentor/Mentee assessment and positive relationship closure.
Manage Cascade Prevention Coalition (Upper County)	Director & Youth Services Executive Board	Ongoing	Youth Focused Prevention Coalition in Upper County



City of Ellensburg Parks & Recreation Department 'Park Partnership Program'

Introduction

Each year the Ellensburg City Council designates .3% of the previous year's (April 1 – March 31) general sales tax revenue to provide matching funds to community groups wishing to make capital improvements at City parks, trails, open space and recreational facilities. This year the 'Park Partnership Program' will have a total of \$17,591.00 (seventeen thousand five hundred and ninety-one dollars) available for projects.

Goals

- To improve or increase park, open space, wildlife habitat, and recreational opportunities for the general public through capital improvement projects, including the purchase of equipment.
- Foster public initiative and participation in developing City parks and recreational facilities.
- Enhance the quality of life in Ellensburg.

Program Guidelines

Eligible Applicants: Service and civic groups, athletic/sports organizations, neighborhood park user groups and non-profit organizations. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: City owned, leased or controlled parks, trails, open space and recreational facilities used by the general public have first priority. Facilities and amenities may serve passive, active, or special interest recreation activities.

Project Time Line

Application Due Dates: Applications must be submitted by 5:00pm on August 31st. Applications shall be submitted to the Parks & Recreation Department Administrative Office, located on the 2nd floor of City Hall, 501 N Anderson, Ellensburg, WA 98926.

Award Decisions: Award decisions will be made by City Council at a regularly scheduled November Council meeting. A contract will be executed to outline the specific conditions of the project if awarded.

Project Time Limit: All projects must be completed within 12 (twelve) months of award, however an extension may be granted through approval of the Parks & Recreation Commission.

Project Evaluation

Written applications will be reviewed by the Parks & Recreation Director to determine eligibility. All eligible projects will be forwarded to the Parks & Recreation Commission to be scored by a rating system with the highest ranking projects moving onto an oral presentation with the Commission.

Project Eligibility

1. Projects must be located on publicly owned property to be eligible.
2. Projects should be in conformance to any applicable master plan.
3. Public bid laws may be applicable for purchases made by the applicant. Please contact the City Parks & Recreation Director, or his/her designee, to determine if public bid law applies to your project.
4. Indoor and outdoor recreational facilities are eligible for partnership funding.
5. Park Partnership applicants are required to provide match for each dollar requested. Match may consist of cash, donated labor, donated materials, use of construction equipment, or architectural/landscape design services.
 - a. Volunteer labor is valued at the standard IRS rate.
 - b. Equipment donations will be valued at the price the equipment would be rented for per hour.
 - c. Donated professional services will be valued at the “reasonable and customary” rate.
 - d. The applicant may not use City staff time as match or request City staff to perform any work associated with the project other than what would be considered routine park work (example; park staff would go out and mark sprinkler heads for a project however park staff will not relocate sprinkler lines to accommodate a project – the project applicant would need to hire a company to perform that work).

Applicant Responsibilities

Applicants are required to present their project to the Parks & Recreation Commission at the Commission’s regularly scheduled September, and if necessary October, meeting. Commission meetings take place the second Wednesday of month at 5:30 pm in the Council Conference Room, located on the first floor of Ellensburg City Hall, or remotely. Presentations are limited to 10 (ten) minutes and must address the following subject matter:

1. Please explain the public benefits of the project.
2. Give an overview of the project's design and budget.
3. Describe ease of project maintenance and on-going operation.
4. Provide evidence this project has demonstrated support from the neighborhood or user groups.
5. Provide evidence the project is in an appropriate location concerning neighborhood impacts, access, environmental impacts, and proximity to potential facility users.

The Commission will then have up to 5 (five) minutes to ask the applicant questions about their project. Please note that the Commission will be given copies of your project application in advance of the meeting. The Commission will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present their project. Applicants may be asked to present their project to the City Council.

Applicant Instructions

Applications Packets include the following:

Project Description: This form describes the project location, a brief description, contact person information, and project costs.

Work Plan: List the specific steps you will take to complete this project. Next to each step identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource including tax. Next, breakdown the total cost of each resource by how much is applicant "in-kind", applicant cash, and how much of the City's match (if any) you will spend on this project.

Match Pledged: This form is provided to help solicit and gather match pledges. Applicant match can be pledged or secured at the time of application. Pledged means that the donor has made a verbal promise to provide the match item; secured means that the donor has signed the application's Match Pledge/Secured Form to confirm the commitment.

City of Ellensburg Parks & Recreation Department
'Park Partnership Program'
Project Description

Project Information

Project Name:

Description of the project:

Project Location (if located within a park facility please be specific):

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

"In-Kind" Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

Return completed Application or email to caseb@cityofellensburg.org:

City of Ellensburg Parks & Recreation Administrative Office
501 N Anderson
Ellensburg, WA 98926
Due Date: August 31, 2022

City of Ellensburg Parks & Recreation Department
‘Parks Partnership Program’
Work Plan

Action Item	Responsible Party	Start Date	Completion Date

City of Ellensburg Parks & Recreation Department
 'Park Partnership Program'
Budget Plan

1. Personnel				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

2. Supplies/Equipment Materials				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

3. Professional Services				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

4. Construction Capital				
	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match
Sub Total	\$	\$	\$	\$

Project Total	Total Cost	Applicant "In-Kind"	Applicant Cash	City's Cash Match

Notification Process

A call for projects will be published in the Daily Record, the City's official newspaper.

A call for projects will run on the City's website (www.ci.ellensburg.wa.us).

A call for projects will be posted at City owned recreational facilities and at Ellensburg City Hall.

Unsuccessful applicants from the previous three years will be notified about the call for projects.

Park Partnership Project Rating Form

Project Name

Reviewer:

Date:

Category (Highlights of specified criteria for each category listed in bullets)	Max. Points Allowed	Points Awarded	Comments
Project Description Proposal introduction. Did the applicant provide a clear understanding of the proposed project?	10		
Project Benefit - Please explain the public benefits of the project. - Does the project address a recreational need?	10		
Design & Budget - Does the applicant have a realistic project budget - Is the project design well thought out	10		
Maintenance Has the applicant considered the maintenance and future costs associated with the project?	10		
Groups/Individuals Capabilities and Qualifications - Applicant identified team members and roles - Experience on similar projects. Does the applicant have qualified people performing the work?	10		
Work Plan - Does the proposal clearly define applicants approach to completing the objectives and tasks outlined in scope of their proposal? - Provide evidence the project is in an appropriate location concerning neighborhood impacts, access, environmental impacts, and proximity to potential facility users.	10		
TOTAL POINTS	60 Points Possible		

Stakeholder Comments Summary

■ Pedestrian Circulation

- Walking #1 recreation opportunity
- Ped. access thru Park is nonexistent/difficult
- Lots of Walkers & Dog Walkers
- Consider dedicated pedestrian corridor
- Consider pedestrian connections to Palouse to Cascade Trail

■ Vehicular Access

- Overlook Parking in prime park location, displaces other park functions
- Park is “Car Centric”
- Walking track & driving track are the same; “thoroughfare”
- Too much traffic

■ Parking

- Overlook parking takes up “Prime space” in park
- Parked cars over people spaces
- No dedicated parking for other park uses
- ADA parking is unclear
- Parking is where the undesirable behavior mainly occurs

■ Park Use

- Undesirable behavior, of a short, disruptive duration limited to noon and weekend evenings
- No restrooms
- Lacks congregation space, destination opportunity for pedestrians
- View is the “Park Focus”, no other reason to be at the park
- Reed Park loved by residents; the “must see” spot to take visitors

Stakeholder Comments Summary

Safety

- "Trepass admonishment"
- Consider "Fire Lane" curb to define use
- 80%-90%-good behavior; 10%-20% bad behavior
- Window/window angled parking block travel lane
- Increase security lighting
- Remove dead trees, trim understory=increased sightlines
- Remove parking at Overlook
- Sidehill issue forces peds/runners onto road
- Less parking

Fair Use/Special Use

- Park access shut off during concerts, July 4th, Fair/Rodeo
- 15+/- campsites in parking lot overlook during Fair weekend

American Legion

- Open Noon to when last person leaves
 - Friday/Saturday nights-most popular
 - 10 +/- special events/year
- Parking/safety main concern

Other Park Considerations

- Play area needed
- Litter control
- Art on Water Reservoir
- "Place-making" & Dity identity in Reed Park
- Picnic opportunities
- Dog friendly area
- More open green space
- Benches @ Overlook